

# COBA LEADERSHIP TEAM MINUTES

Thursday, February 27, 2020

Present: Mark Frank, Kristina Grimes, Kurt Jesswein, Gerald Kohers, Philip Morris, Mitchell Muehsam, Joey Robertson and Shani Robinson.

1. Approval of minutes. Minutes were approved.
  
2. Budgeting.
  - a. New Initiatives - The Dean discussed all new initiatives (New Initiatives, HEAF, Fixed Cost, Self-Funded) that will be submitted and the justifications for each one. The Leadership Team was in agreement with all initiatives that were presented and their order of priority. The meeting with representatives from the budgeting office will be on March 6<sup>th</sup>.
  - b. Distance Learning Fund Allocations – The Leadership Team discussed the amount of DLF that COBA was forecasted to receive in past years and the amounts that we actually received. The difference in amounts has created a larger fund balance than expected. The Dean suggested moving the Strategic Planning meeting to discuss allocations of DLF for FY21 to an earlier date than is usually planned (possibly late spring).
  
3. Curriculum.
  - a. Charge for Multi-Disciplinary Major Committees – The Leadership Team went over criteria for committees. 1) What is our philosophy and what are we trying to accomplish? 2) Review curriculum. 3) Review name of major and suggest keeping or give a suggested new name. The Dean will be sending an email out to all committee members.
  - b. Update to Curriculum Cycles (Dr. Jesswein)
    - The course deletion/change form is changing for fall 2020. The new form (form b) can be accessed on the Academic Planning and Assessment website.
    - New course addition form has been updated. The Leadership Team reviewed the new form and voiced several concerns with the wording in the approval process. Dr. Jesswein will address concerns and report back at the next meeting.
    - The new process allows monthly submissions.
  
4. Roundtable/ COBA Culture and Next Steps. The Dean discussed suggestions that were presented at the Roundtable meeting to help improve the culture within the college.
  - a. Leadership Team Meeting minutes should be published more frequently to COBA website.
  - b. Team building exercises for departments.
  
5. Study Abroad. The Leadership Team discussed the growing concerns of canceling the study abroad programs as a whole and individually. The China and Japan trips were suggested to be canceled right away by several members. Other team members would like to wait until after spring break to see how the COVID-19 virus has progressed in those countries. Everyone agreed a decision will need to be made soon so that students can prepare for either outcome. The Dean will reach out to system counsel for guidance in this decision and an email will be sent to students planning to attend letting them know to have a contingency plan in the event that study abroad is canceled for summer 2020.
  
6. CAD/AALT Updates.

- a. Merit Steps Versus Percentage – The Dean sought input from each Department Chair as to their opinion of the method in which we award merit (percentage or steps). The discussion presented arguments for both step and percentage. The Dean will share the Chairs' opinions with CAD.
- b. Academic Calendar Versus Calendar Year – The Leadership Team discussed the positives and negatives of moving to a calendar year from an academic year and the effects it would have on implementation of FES and merit. The Dean asked that each chair review the impact it would have on their department and faculty and submit their input to him.